

## SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

**Classification Title** – Maintenance Supervisor

**Date Posted** – May 26, 2015

**Pay Grade/Salary Range** – Grade 9, \$1,823.90 (entry) - \$2,416.22 (midpoint)

**Agency** – Military Affairs, Facilities Division

**Work Location** – Frankfort, KY, Franklin County

**Agency Comments** – This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r)

**General Job Duties** – Supervise and work with Boone National Guard employees in the general maintenance and upkeep of buildings, grounds and associated equipment. Supervises, assigns and inspects work for maintenance employees in the general maintenance and upkeep of buildings, grounds and associated equipment. Performs annual performance evaluations for these employees. Keeps time and attendance records for employees. Perform work of grounds employees including but not limited to cutting grass, weed trimming, fertilizing, applying weed control not requiring certification, trimming shrubbery. On call twenty four-seven (24/7) during winter months for snow removal. Perform work of janitorial employees including but not limited to cleaning restrooms, windows, and fixtures. Sweeping, mopping, waxing, vacuuming, washing walls, partitions and blinds, emptying trash and other miscellaneous janitorial services. Determines material, equipment and supplies to be used on Boone National Guard Center by employees. Performs minor maintenance and repair functions including but not limited to replacing light bulbs, filters, belts, cover plates, painting, ceiling and floor tile, faucet washers, carpentry and other minor repairs not requiring certification. Assist trade personnel in performance of more technical building maintenance task. Performs other duties as assigned.

**Minimum Requirements** – Education: None. Experience: Must have three years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Substitution Clause: Education: Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis. Experience: None

**General Description of Benefits** – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

**How to Apply** – Contact Crystal Simpson, Administrative Branch Manager, Department of Military Affairs at [Crystal.L.Simpson10.nfg@mail.mil](mailto:Crystal.L.Simpson10.nfg@mail.mil) or 502-607-1541.

**Application for Deadline** – June 5, 2015